CALVERT COUNTY PUBLIC SCHOOLS

Prince Frederick, Maryland

Equipment Disposal Form

Date: _____ Work Order # _____

From: _____ Date Work Order Sent: _____

School: _____

Quantity	Item Description	Model #	Serial #	Condition*		
				W	NW	O
				W	NW	O
				W	NW	O
				W	NW	O
				W	NW	O
				W	NW	O
				W	NW	O
				W	NW	O
				W	NW	O
				W	NW	O
				W	NW	O
				W	NW	O
				W	NW	O
				W	NW	O
				W	NW	O

* W = (Working) NW = (Not Working) O = (Obsolete) – Circle all that apply.

Redistribution ☐ **Sale** ☐ **Discard** ☐

Approved by Principal:_____

Approved by Supervisor of DIIT (Computer Equipment Only):_____

Approved by Supervisor of Operations:_____

Approved by Director of School Facilities:_____

Copy Forwarded to Finance on :_____